

Summary Notes
North Santiam Sewer Authority
North Santiam Joint Sewer Project Meeting #45
September 3, 2020 at 6pm
Held by Zoom Conference Call (Due to COVID-19)

Meeting Convened at 6:00 PM.

A. Roll Call, Declarations of Conflict of Interests

- Present:
 - Members: Shelley Engle, Tim Kirsch, Joel Parks, Jeff Smith, Dale Weise, Ken Woodward, Jeff Yohe, Janet Zeyen-Hall
 - Support Staff: Danielle Gonzalez
 - Guests: Elizabeth Brooks, John McCormick, Carolyne Driver
- No Declarations of Conflict of Interest

Danielle asked that “Fraudulent Emails” be added to the agenda under “New Business.”

B. Announcements:

- John McCormick, Acting Mayor of Gates, announced that there are two new members appointed to the sewer authority; they are Dale Weise and Joel Parks.
- Danielle indicated that the economic development section of her department budget was reduced 25% due to COVID19 and its impact on video lottery funds. (This sewer project survived the budget cuts.) Good news was received recently that there will be full reimbursement from the federal government for the grants that were issued and that the Oregon video lottery funds have bounced back to 90% of what they were “pre-COVID.” The department now has the budget flexibility to assist in funding projects such as this. The Detroit broadband project is still moving forward; it has to be done by the end of this calendar year, December 31. Zply Fiber will be putting in the fiber network. (If a home had Frontier Fiber before, they will need to contact Zply for their upgrades.) They hope to do a ground breaking October 1.

C. Public Comment and Questions-

- Dale said that the website needs to have the user fee rates be consistent on all pages.
- Danielle and Shelley will be meeting tomorrow (Friday) to discuss the website.
- Shelley asked that folks email her with anything that needs fixing on the web pages so she can make corrections.
- Joel’s email address is contained in his letter to city hall. (Each person will be assigned an official email associated with the sewer authority.)

D. Action: Review and Approval of Meeting Notes #44 August 6, 2020

Jeff Yohe made a correction saying that he nominated Jeff Smith as Treasurer in last month’s meeting. He doesn’t know if there was a second. Danielle said she doesn’t know if there was an

official vote. It was decided to leave “as is” in the notes. (Will address this item later in the agenda.)

Danielle also noted that Jeff made a motion for Shelley to be responsible for the web site (Chair of Communications) but no second is listed. Danielle will go back and listen to the meeting recording to see if there was a second. She will make the corrections in the meeting notes.

Danielle announced that the group will no longer be receiving “Meeting Minutes” that capture what occurs in these meetings; instead the department staff will be providing “Summary Notes.” The reason for this is that there are very specific public meeting rules that indicate what is to be contained in “Meeting Minutes.”

Jeff Yohe made a motion to approve the August 6th meeting summary notes with the two corrections listed above regarding motions and votes. Shelley seconded. Motion passed. (All members voted to approve.)

Old Business

E. Action: Appointment of Jeff Smith as Treasurer (not motioned and approved in last meeting.)

Mill City has been acting as the fiduciary. The member receives the information from them and then reports it to this group. Also the Treasurer is to ensure state level compliance. This is an ORS 190 organization, so some different requirements.

Tim Kirsch nominated Joel Parks as Treasurer; Jeff Smith seconded. (All members voted to approve.)

It was suggested to do a roll call and ask people to respond as to how they are voting. (The secretary will work with the chair to develop a tool to capture this for each meeting.)

F. Action: Draft of Board Rule for Annual Election of Officers in June

Dannielle indicated that she couldn't get the paper work done in time; she still needs to get in contact with the attorney on this. This will be moved to next month's agenda.

G. Possible Action: Treasurer Report

There is approximately \$8,000 in the account; not all billings have been received.

When Joel goes to Mill City, he will check the secretary's box to see if there are any bills in her mail.

H. Possible Action: Communications Update

This is needed to authorize any credit card transactions.

There is an upcoming bill to pay the host “Go Daddy”, for the group's web site.

Email addresses for individual members still needs to be developed.

I. Discussion: Engineering and Design of Wastewater Master Plan Update and Timeline

McCrae Carmichael, with the council of Governments, is helping manage the contract for design

and engineering. There is a meeting tomorrow (9/4) in Mill City to identify specific locations to utilize for the sewer project.

The technical advisory group will be meeting in the future. Ken will make sure that there is a phone available, with a call-in feature, for Shelley to participate.

New Business

J. Added to Agenda- Fraudulent Emails:

While Danielle was on vacation, emails were sent to many partners indicating that they were from Danielle; they were not. (She was “hacked.”) She asks that people send her some sample copies in order that she can address it with the county’s IT department. It was suggested that people change their email passwords.

K. Discussion: Scheduling of Public Boards and Ethics Training

Previous discussion on this indicated that folks are willing to participate in a training on a Saturday. Ideally would like to see Special Districts of Oregon pay for the training using their attorney Kristi Monson. The training would be specific to this district. Potentially city councilors could also participate.

It was suggested to have a shortened version for those that have already been through one of these trainings, and then have a longer version for the city council folks. It was agreed to hold this in November (or mid-December at the latest) after the elections and on a Saturday.

L. Discussion: Rotation of Meeting Schedule

- Previously it was discussed not to hold meetings in the Detroit and Idanha areas in the winter months due to travel difficulties. The meetings should be held on a quarterly basis at a minimum. While building the actual system, need to meet more frequently. It was decided to hold them quarterly in one area at a time.

The following schedule was agreed upon:

Gates- Jan, Feb, March

Detroit- April, May, June

Idanha- July, August, September

Mill City- October, November, December

- It was suggested to have the meeting broadcast on the local radio station.

M. Discussion: Section 8 of IGA Creating the North Santiam Sewer Authority- Board Rules and Decorum Policies

Danielle sent an email to Kristi asking for samples of board rules, compliance, procurement standards, etc.

If copies of public records are requested, Joel is willing to help with that.

The website has a link for emailing this board. When a message is received, it was suggested this communication be brought back to the regular meetings. It is a good avenue for the public to make communicate with this body. People will be encouraged to communicate in this way, continuing with website promotion.

N. Next Meeting Topics

- Draft of Board Rule for Annual Election of Officers in June
- Formalize the calendar for in-person meetings
- Update to design and engineering
- Public (web) emails brought forward to the meetings
- Present draft board rules from Kristi
- Income survey

Jeff Yohe asked Danielle about information on the census in their area. She said it will not be happening. This group will need to do its own income survey; there will be a cost associated. This is important to get needed funding. The fire department is willing to help carry out the survey. Once the information is received, Danielle will take it to Portland State University to modify the state calculations.

Due to the bridge being out of commission in Mill City, anyone attending the meeting tomorrow, must travel through Gates to reach Mill City; if coming from Salem, must go through Lyons.

Idanha's bridge needs replacing. When moving forward on the sewer project, that bridge will need sewer lines. Danielle noted that we need to layer all these things together to make them more fundable.

It was asked for an update on Peter and engineering. Background work is underway; will be discussing sewer locations in tomorrow's Mill City meeting. Kevin Hills has important information as he does excavation up there. (Invite Sigmond's Excavating? Andrew has a lot of knowledge.) Danielle will invite them in the future. Hopefully they can come up with a engineering timeline in the next couple of weeks.

Joel will provide his email address after the conclusion of this meeting.

O. Adjourn

Jeff Yohe motioned to adjourn; Jeff Smith seconded. Motioned passed. (All members voted to approve.)

Meeting Adjourned: 7:18 PM